

E.03 Private Use of Council Plant & Equipment Policy

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Policy Owner	Council	Responsible Officer	MES
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	V3	13-Apr-18	Reviewed – no changes

- CEO Chief Executive Officer
- MCCS Manager Corporate & Community Services
- MES Manager Engineering Services
- MFS Manager Financial Services

1 OBJECTIVE

The objective of this policy is to ensure that the private use of Council's plant and equipment is transparent and to retain community confidence that the hire of plant and equipment is consistent for both Council employees and the general public.

2 SCOPE

This policy shall apply to all parties wishing to utilise any of Council's plant and / or equipment for private or commercial use.

3 STATEMENT

Council will not "dry hire" any plant or equipment to outside parties for commercial use. Hire of plant or equipment for commercial purposes will be charged in accordance with plant hire and labour rates as detailed in Council's Fees and Charges.

Permission for the hire of all plant or equipment by any party must be authorised by the Manager Engineering Services.

Small plant, and general plant and equipment, may be utilised by community groups or individual employees of Council in accordance with the following conditions:

- The user shall enter into a Private Works Agreement with Council prior to any plant or equipment being obtained for use;
- In the case of a club or other organisation wishing to utilise Council plant at no cost, a community grants form must be completed and approved prior to use.
- Appropriately ticketed employees may operate plant and equipment outside work hours for private use (including operating plant for clubs or organisations in the Shire) with no labour hire component being applied to cost;
- Actual hours and/or kilometres associated with the use of the plant, equipment and/or operator is recorded on the Private Works Agreement immediately after return so the item can be charged out appropriately;
- Council's external Plant Hire Rates shall apply for private use and/or where no community grant approval has been received;
- The plant and equipment is available and does not adversely inconvenience or delay Council's Works Program. No private works shall take precedence over the completion of Council's Works Program;
- The plant and equipment is utilised for private use only and not for commercial gain;
- The operator is appropriately licensed, trained and qualified for the operation of the plant or equipment;
- The plant or equipment is returned to Council premises in a clean and fully serviceable condition; and
- Any damage to plant or equipment will be repaired at the employee's / organisation's cost.

Where plant and equipment is operated by a Council employee in accordance with this policy:

- Council does not take any responsibility in relation to break downs, faults or mishaps that may occur while the plant is being used;
- Where plant is required to be towed by a private vehicle it is the responsibility of the user to ensure that the vehicle has the capacity to handle the additional towing load. All plant and equipment must be secured when being transported; and

- Where Personal Protective Equipment (PPE) (eg ear plugs) is required it is the responsibility of the employee to ensure such PPE is used when operating the plant.

4 DEFINITIONS

<u>Employee</u>	includes all employees, salaried staff and elected members
<u>Private Use</u>	is where an employee uses the plant or equipment outside of normal operating hours
<u>Private Works Agreement</u>	An agreement with Council that is binding on the employee to pay all necessary costs in relation to the activity

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Nil

IX #	Details